

W-4 CITY INCOME TAX WITHHOLDING GUIDE

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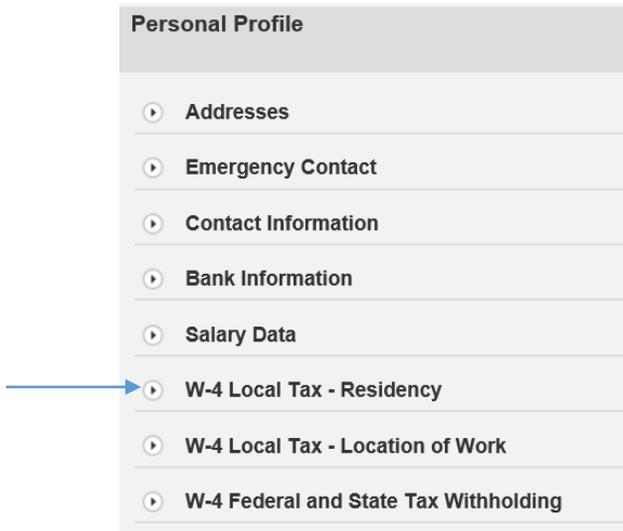
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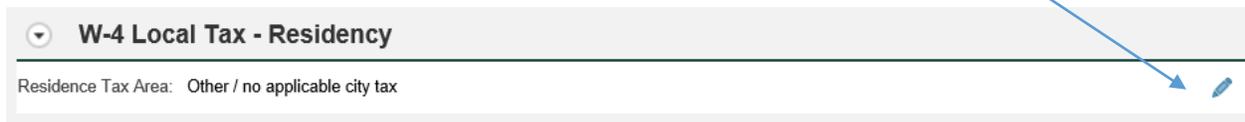
1) ADDING W-4 LOCAL TAX – RESIDENCY

If you are a resident of a city that imposes an income tax, you are required to register to withhold city residence taxes.

From the EBS W-4 Tax Withholding tile, click on the arrow for W-4 Local Tax – Residency:



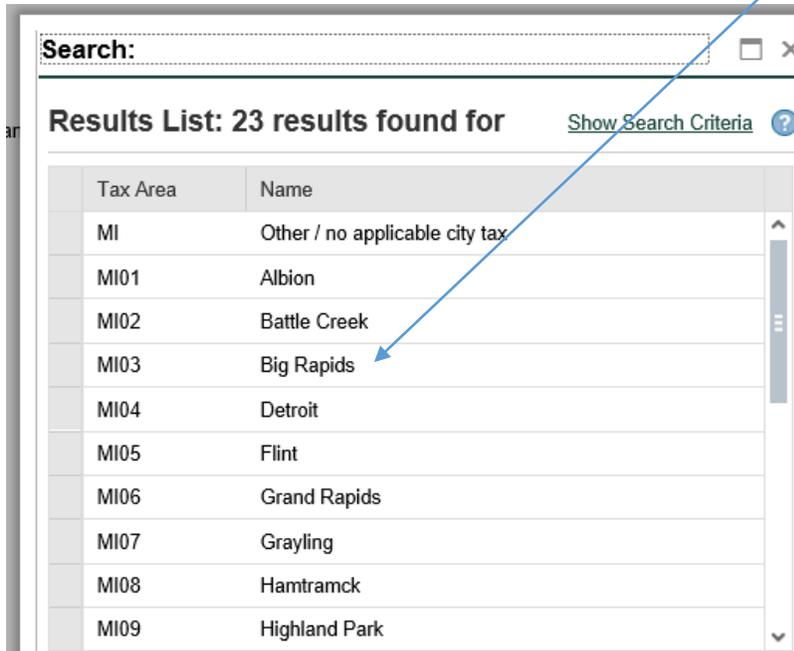
The following screen will appear. Click on the pencil to update your residence city



The following screen will appear. Click on the drop down box on the 'City of Residence' line

A screenshot of the 'Edit W-4 Local Tax - Residency' form. At the top, there are 'Save and Back' and 'Cancel' buttons. The main section is titled 'City Taxes Where I am a Resident'. It contains a form with the following fields: '* City of Residence: MI0C' with a dropdown arrow and 'Lansing' next to it; 'Change will be effective on check date: 01/05/2018'; and 'Declaration: '. Below this is a 'Declaration' section with the text: 'I certify that the above information submitted on the certificate is true, correct and complete to the best of my knowledge and belief.' and an 'Exemptions' section with the text: 'Exemptions claimed for state tax withholding are also used for city tax. To change your Michigan income tax withholding, return to your Personal Profile.'

The list of the Michigan cities that have a tax will appear. Click on the city of residence, in this example, Big Rapids is being selected.

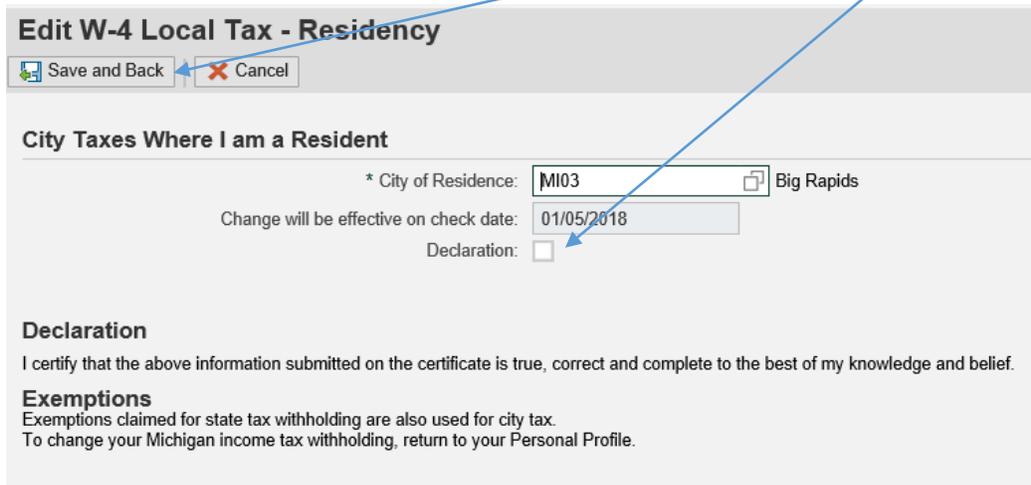


Search: X

Results List: 23 results found for [Show Search Criteria](#) ?

Tax Area	Name
MI	Other / no applicable city tax
MI01	Albion
MI02	Battle Creek
MI03	Big Rapids
MI04	Detroit
MI05	Flint
MI06	Grand Rapids
MI07	Grayling
MI08	Hamtramck
MI09	Highland Park

The system will automatically populate the city selected. Click on the 'Declaration' box to certify your information is accurate and then click on the 'Save and Back' button.



Edit W-4 Local Tax - Residency

City Taxes Where I am a Resident

* City of Residence: Big Rapids

Change will be effective on check date:

Declaration:

Declaration

I certify that the above information submitted on the certificate is true, correct and complete to the best of my knowledge and belief.

Exemptions

Exemptions claimed for state tax withholding are also used for city tax.
To change your Michigan income tax withholding, return to your Personal Profile.

You will be returned to the original EBS W-4 screen that will reflect your selection.

Personal Profile

✔ Data saved successfully

- ▶ **Addresses**
- ▶ **Emergency Contact**
- ▶ **Contact Information**
- ▶ **Bank Information**
- ▶ **Salary Data**
- ▼ **W-4 Local Tax - Residency**

Residence Tax Area: Big Rapids 

- ▶ **W-4 Local Tax - Location of Work**
- ▶ **W-4 Federal and State Tax Withholding**

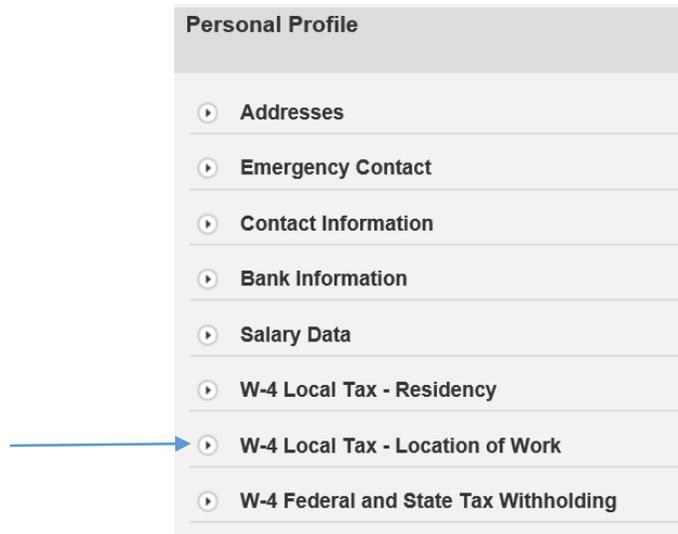
A confirmation email will be sent to your MSU Net ID when the change is complete.

If you have any questions or need assistance, please call the Payroll department at (517) 355-5010.

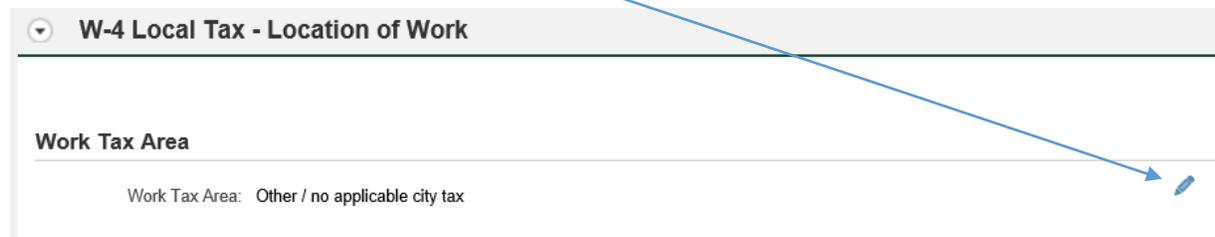
2) ADDING W-4 LOCAL TAX – LOCATION OF WORK

If your work location is in a city that imposes an income tax, you are required to register to withhold city work location taxes.

Follow all of the same steps as above but select the Location of Work arrow and choose your work location



The following screen will appear. Click on the pencil to update your work location city



The following screen will appear. Click on the drop down box on the 'Work City' line

Edit Other / no applicable city tax

City Taxes Where I Work

Work City:  Flint

Change will be effective on check date:

Declaration:

Declaration

I certify that the above information submitted on the certificate is true, correct and complete to the best of my knowledge and belief.

Exemptions

Exemptions claimed for state tax withholding are also used for city tax.
To change your Michigan income tax withholding, return to your Personal Profile.

The list of the Michigan cities that have a tax will appear. Click on the work city, in this example, Flint is being selected.

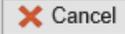
Search:  

Results List: 23 results found for [Show Search Criteria](#) 

Tax Area	Name
MI	Other / no applicable city tax
MI01	Albion
MI02	Battle Creek
MI03	Big Rapids
MI04	Detroit
MI05	Flint
MI06	Grand Rapids
MI07	Grayling
MI08	Hamtramck
MI09	Highland Park

The system will automatically populate the city selected. Click on the 'Declaration' box to certify your information is accurate and then click on the 'Save and Back' button.

Edit Other / no applicable city tax

City Taxes Where I Work

Work City:  Flint

Change will be effective on check date:

Declaration:

Declaration

I certify that the above information submitted on the certificate is true, correct and complete to the best of my knowledge and belief.

Exemptions

Exemptions claimed for state tax withholding are also used for city tax.
To change your Michigan income tax withholding, return to your Personal Profile.

You will be returned to the original EBS W-4 screen that will reflect your selection.

 **W-4 Local Tax - Location of Work**

Work Tax Area

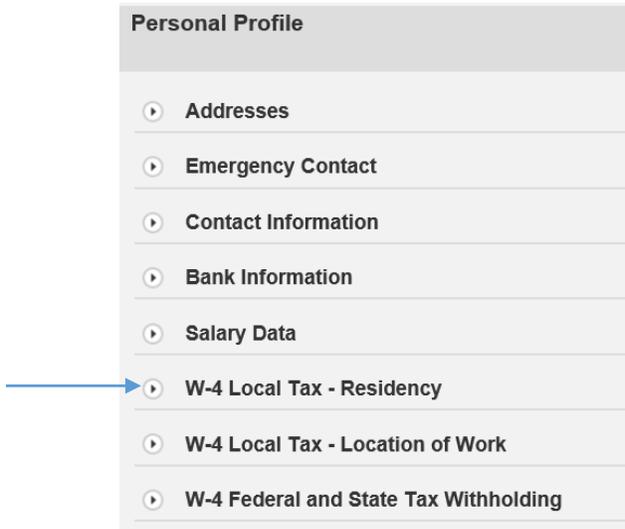
Work Tax Area: Flint 

A confirmation email will be sent to your MSU NET ID when the change is complete.

If you have any questions or need assistance, please call the Payroll department at (517) 355-5010.

3) ENDING OR CHANGING A W-4 LOCAL TAX – RESIDENCE OR LOCATION OF WORK

From the EBS W-4 Tax Withholding tile, click on the arrow for W-4 Local Tax – Residency:



The following screen will appear. Click on the pencil to update your residence city



The following screen will appear. Click on the drop down box on the 'City of Residence' line



If you no longer work in a taxing city, select and click on the Tax Area: MI – Other/no applicable city tax. Otherwise, choose the new city work location.

Search:

Results List: 23 results found for [Show Search Criteria](#)

Tax Area	Name
MI	Other / no applicable city tax
MI01	Albion
MI02	Battle Creek
MI03	Big Rapids
MI04	Detroit
MI05	Flint
MI06	Grand Rapids
MI07	Grayling
MI08	Hamtramck
MI09	Highland Park

The system will automatically populate the city selected. Click on the 'Declaration' box to certify your information is accurate and then click on the 'Save and Back' button.

Edit W-4 Local Tax - Residency

City Taxes Where I am a Resident

* City of Residence:

Change will be effective on check date:

Declaration:

Declaration

I certify that the above information submitted on the certificate is true, correct and complete to the best of my knowledge and belief.

Exemptions

Exemptions claimed for state tax withholding are also used for city tax.
To change your Michigan income tax withholding, return to your Personal Profile.

You will be returned to the original EBS W-4 screen that will reflect your selection (in this case no city tax).

Personal Profile

 Data saved successfully

- ▶ **Addresses** ▶
- ▶ **Emergency Contact** ▶
- ▶ **Contact Information** ▶
- ▶ **Bank Information** ▶
- ▶ **Salary Data**
- ▼ **W-4 Local Tax - Residency**

Residence Tax Area: Other / no applicable city tax 

- ▶ **W-4 Local Tax - Location of Work**
- ▶ **W-4 Federal and State Tax Withholding**

A confirmation email will be sent to your MSU Net ID when the change is complete.

If you have any questions or need assistance, please call the Payroll department at (517) 355-5010.

4) JANUARY 1, 2018 – CITIES WITH LOCAL TAX

Albion

Battle Creek

Benton Harbor

Big Rapids

Detroit

Flint

Grand Rapids

Grayling

Hamtramck

Highland Park

Hudson

Ionia

Jackson

Lansing

Lapeer

Muskegon

Muskegon Heights

Pontiac

Port Huron

Portland

Saginaw

Springfield

Walker